

Statewide Supervision System (S³) Information Page

Electronic Worksheet System (EWS): Presumptive Sentence and Worksheet "Status"

Completing the presumptive sentence page and updating the worksheet "Status"

ACTION	RESULT	SCREEN SHOT
1. Navigate to the "Total Points Presumptive Sentence" page by clicking on the pencil icon.	Presumptive Sentence Edit page will appear.	Worksheet Tree and Presumptive Sentence Edit
2. Complete information on Presumptive Sentence Edit page: a. Information about the offender or the offense should be included in the "Comments" box; b. Complete the Juvenile Points and M/GM points by filing in the appropriate number and tab to the "Total Criminal History Points" box to complete; c. Verify that the "Calculated Presumptive Sentence" is correct. To change the presumptive sentence click on the "Override" box and adjust accordingly. NOTE: Before overriding the sentence, be sure that all necessary information is included on the offense page such as weapons or modifiers. d. Check any applicable boxes for the current offense such as "Departure Anticipated" or "Presumptive Commit" due to a prior 152.18.	Offense information will be complete.	Presumptive Sentence Edit
3. After completing all necessary steps in #2, click "Save and Go to Tree" to return to the Worksheet Tree.	Return to Worksheet Tree where presumptive sentence will appear as "Complete."	Worksheet Tree
4. On the Worksheet Tree , select the applicable status for the worksheet: a. "Submit for Review," "Hold," or "Stay of Adjudication."	Status of worksheet will be updated based on the type selected.	Worksheet Tree